CIVIL SERVICE
JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web:www.knoxvilletn.gov

2046   Professional Systems Analyst   8/15/2018

(Entry-Level and Promotional)
Drug testing may be required

ENTRY-LEVEL SALARY: $ 55,870 annually
PAY GRADE RANGE: $ 55,870 -$ 85,928 annually (Pay Grade 10)
The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.
Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.
The City of Knoxville only accepts online applications. To apply, go to http://www.knoxvilletn.gov/jobs. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by **4:30 p.m. on the <u>extended deadline</u> of: Friday, September 7, 2018.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (upload and attach to your online application if applicable)
- If you have questions regarding your application or need help applying, please email mbfoster@knoxvilletn.gov <u>before the posting deadline.</u>

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Requires at least a Bachelor's degree in computer science or a directly related field from a CHEA accredited college or university **AND** Three (3) years of progressively responsible experience as an Applications Programmer, analyst or engineer, including experience in database administration and web development.

     OR

- Seven (7) years of progressively responsible work experience in programming, systems analysis, design, implementation of a major complex computer system.

- Must have Eight (8) hours or more of relevant training courses or seminars.

PREFERRED QUALIFICATIONS

The hiring authority may give preference to applicants with experience with the following applications: Oracle EBS, PeopleSoft HCM, and Accela Automation.

EXAMINATION

Training and Experience Questionnaire (100% of final score).

Note: Background checks will be conducted.
AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE
The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran

POSITION DESCRIPTION
City of Knoxville

Class Title: Professional Systems Analyst	**Working Title:** same	**PCN:** 4381
	Incumbent: vacant	**Created:** July 2017

GENERAL DESCRIPTION

Independently provides analysis, programming, enhancement, and maintenance of complex computer systems. Assumes the role of technical and functional lead for the system. May function as the Project Lead or Manager assisting the planning, management, and execution of IT projects.

ESSENTIAL FUNCTIONS

Independently maintains and enhances a computer system or large/complex subsystem within an existing system.
Develops a close working relationship with users to independently address problems or requests for enhancements.
Performs extensive systems analysis to have a thorough understanding of the multiple program relationship.
Develops and writes computer programs to fulfill user needs.
Independently identifies system problems and/or program problems; determines whether problems exist or if users are not executing the programs properly.
Identifies causes to problems and develops solutions; makes changes or writes new lines of code within programs.
Based on knowledge of user needs, develops new edits or error messages to aid in user operations.
Designs new systems consisting of multiple programs, and/or makes complex modifications to existing programs; develops test data and extensively tests the systems.
Assumes a lead worker role in team projects for systems design.
Writes user instructions and/or manuals.
Serves as project manager or team lead on software projects.
Communicates problems and/or solutions to Programmers and Systems Analysts.
Keeps abreast of new release changes for ERP systems.
Performs related work as required.
Effectively communicates with management and team members.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of a high level programming language.
Knowledge of the techniques of systems analysis.
Knowledge of the techniques for integrating users' needs into ERP systems.
Knowledge of the techniques of testing programs.
Skill in applying programming techniques to defined standards.
Skill in critiquing major designs.
Ability to explain technical, abstract concepts to users.
Ability to learn new programming languages, software, and techniques.
Ability to plan, monitor, and control system implementation.
Ability to evaluate situations and make decisions.
Ability to establish and maintain effective working relationships with others.

PHYSICAL REQUIREMENTS

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

This position uses logic and/or scientific thinking to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects.

A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

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AND

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